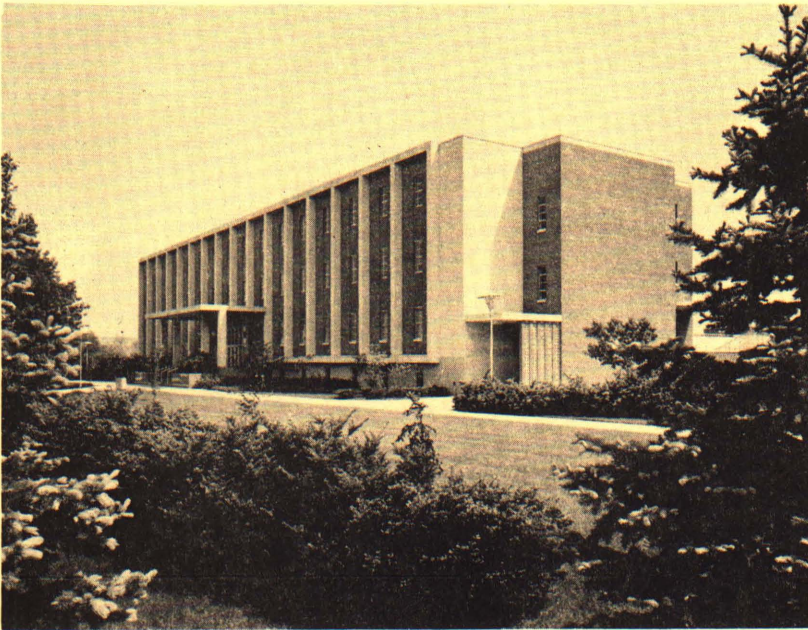


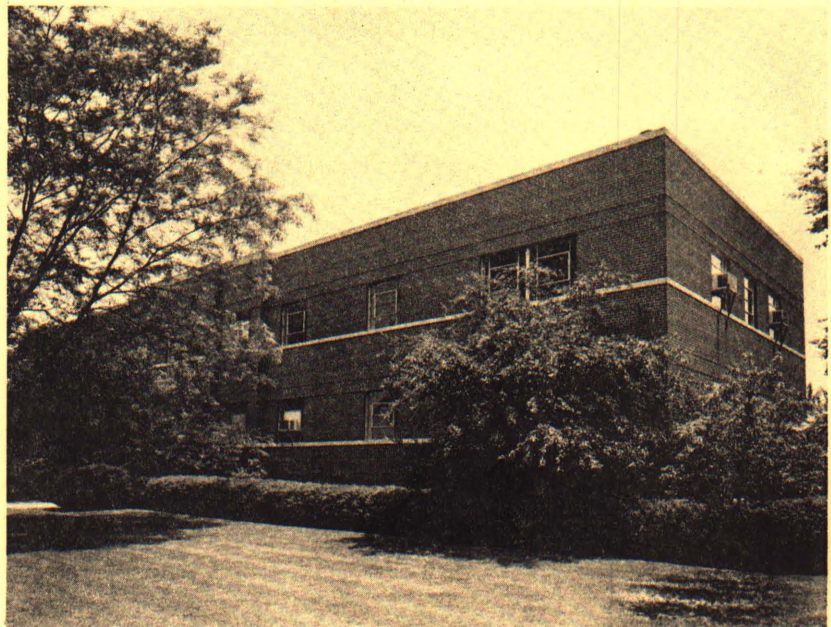
HORTICULTURAL SERIES 418
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HOWLETT HALL
The Ohio State University

Graduate Study Handbook

Department of Horticulture
The Ohio State University and
Ohio Agricultural Research and Development Center



GOURLEY HALL
Ohio Agricultural Research and Development Center

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FOREWORD

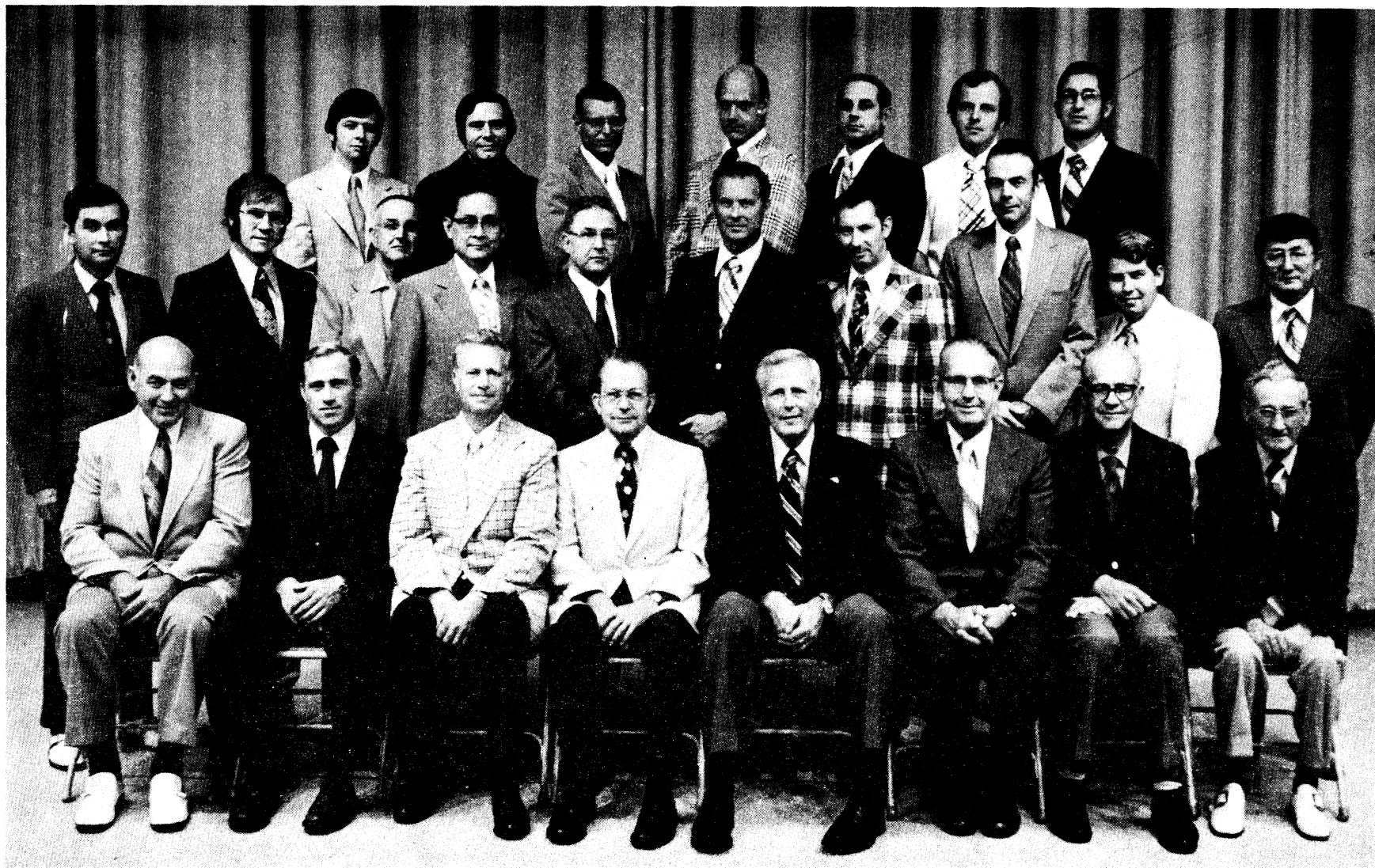
The purpose of this manual is to provide information concerning departmental policies in the planning and execution of graduate study programs. It is also designed to facilitate mutual understanding between students and faculty. This publication is not intended to replace items included in either the Graduate Bulletin or the Graduate Faculty Handbook. It is rather to serve as a supplement to these publications.

The Department of Horticulture provides training leading to the Master of Science and Doctor of Philosophy degrees in Horticulture with specialization in Floriculture, Landscape Horticulture, Pomology, Food Processing and Technology, and Vegetable Crops.

Horticulture graduate students from many sections of the world attend The Ohio State University. This provides all students the opportunity to become acquainted with the people and horticulture of the various countries represented. Presently, approximately sixty students are enrolled in the graduate program of the department.

The department is housed in a new three and one half million dollar facility on The Ohio State University campus in Columbus, Ohio. This facility, completed in the fall of 1969, includes modern office space and laboratory facilities, the latest in research greenhouse and headhouse accommodations, and one of the most modern and versatile food processing pilot plants in the country. Office and laboratory space is available for graduate students in the Columbus facility, Howlett Hall. Nearby farm facilities are available for field plot work.

The department also occupies an up-to-date facility, Gourley Hall, on the Ohio Agricultural Research and Development Center campus at Wooster, Ohio. This facility, with modern well equipped laboratories and greenhouses as well as adjoining orchards and vegetable plot areas, is available for graduate research. In addition, graduate research is possible at the OARDC branch stations and with the Horticulture industries in the state.



Faculty of the Department of Horticulture, The Ohio State University and the Ohio Agricultural Research and Development Center, Sept. 3, 1975. FIRST ROW: W. M. Brooks, W. L. Bauerle, J. D. Utzinger, R. G. Hill, Jr., H. A. Rollins, Jr., E. C. Wittmeyer, R. C. Blake, E. K. Alban. SECOND ROW: J. L. Caldwell, R. R. Smith, D. C. Kiplinger, A. C. Peng,

D. W. Kretchman, W. A. George, Jr., F. K. Buscher, S. Z. Berry, H. A. Poole, H. K. Tayama, THIRD ROW: J. L. Robertson, J. R. Geisman, E. M. Smith, T. D. Sydnor, E. J. Stang, G. L. Staby, A. R. Mosley. MISSING: G. A. Cahoon, D. C. Crean, D. C. Ferree, T. A. Fretz, J. F. Gallander, W. A. Gould, F. O. Hartman, M. Kawase, P. C. Kozel.

GRADUATE TRAINING IN HORTICULTURE

- WHAT IS IT? -

Horticulture is a broad and dynamic field encompassing many areas including production, utilization, and processing of fruits and vegetables for the everyday diet, as well as the production and utilization of flowers and ornamental plants for the beautification and enrichment of man's environment. The horticulturist draws upon the information generated through a number of specific disciplines and integrates this information into a total system designed to solve the many problems within the various horticultural industries. The horticulturist is continually seeking ways and means whereby the various horticultural industries can fully capitalize upon the individual opportunities that exist. The end result being to enhance the level of living within society.

Graduate training is that relatively short period of transition from a student to a teacher, researcher, extension specialist, or other related professional careers. Graduate training is a period of advanced learning and research experience in a specific area of interest. There are minimum standards for the M.S. and Ph.D. degrees. However during your period of advanced study you will be within an environment that you will probably not ever experience again. You will have more time for diverse activities and experimentation than you are likely to have later on. You should take full advantage of this environment and the opportunities that exist. Graduate study requires complete dedication, it is not an eight to five job.

In your advanced study you will be striving to reach a level of excellence within a prescribed area. Your program of study and course work is not specifically prescribed, but rather developed by you and your guidance committee to assist you in reaching your career goals. You will be responsible also for developing and conducting a research program. The word "Master" in Master of Science and "Philosophy" in Doctorate of Philosophy should have meaning when you complete your graduate training program. No two graduate programs of study should be identical but rather are specifically designed to meet the objectives and goals of the individual.

You alone can decide on the extent and quality of the educational and research experience gained from your graduate training program. Your initiative, more than anything else, will dictate how much, how far, and in what direction this training will take you. Unlike undergraduate studies, the graduate program is not based mainly on the ability of the student to earn good grades in organized course work. More important than grades is your participation in the entire horticultural program and learning experience of what is going around you. Within your graduate program you are expected to develop a "feel for" the total broad field of Horticulture. This will not likely be accomplished through strictly formal studies but

will come from working closely with the staff of the department and the other graduate students. You will find many exciting things going on within the department; keep your eyes open and become involved.

You will not likely be required to take many trips out into production areas or to processing plants, but these opportunities do exist. Express your interest and staff members will be more than willing to take you along with them as occasions arise. Such experiences can be valuable in your total development. Become aware of the varied programs of the department and offer to help students and staff members in the execution of their programs. Such experiences can be extremely valuable to you in developing the total appreciation of your chosen field of specialization.

Another unique feature of graduate education is that the usual freedom during periods between terms will no longer exist. Instead you will likely find yourself engrossed in research, literature reviews, or some other phase of your total program. If you are on an assistantship you may find yourself actively involved in research programs of your advisor. Graduate study is more than a full time occupation and what you get out of it in terms of preparation for a stimulating professional career will largely be determined by what you put into it. Always keep in mind that you can never really know what experiences will be valuable in the future. Consequently, the more complete and varied these experiences, the better trained and qualified you will be.

Bear in mind that as you proceed through your program of study and related activities you are in fact writing your own recommendations. The strength of these recommendations will depend upon you.

DEPARTMENTAL ORGANIZATION

The Department of Horticulture at The Ohio State University and Ohio Agricultural Research and Development Center has a number of missions and responsibilities. An important phase of the total program is undergraduate and graduate instruction to prepare students to effectively assume leadership roles within the various horticultural industries, or to serve the horticultural educational needs of people. The research programs of the department are primarily geared to generate that information needed by the various horticultural industries of the state and nation to reach their full potential. Some of these research efforts may be applied in nature, others may be designed to generate more fundamental information needed to further advance applied technology. Within the department there are strong Extension programs to assist the horticultural industries and the people of Ohio in applying new technology generated through research.

The faculty of the department consists of thirty six members, each with responsibilities in resident instruction, research, and/or extension. Most of the faculty have responsibilities in more than one area. (See appendix) All faculty are available to assist and consult with students. A portion of the faculty of the department hold appointments on the graduate faculty. There are two categories of such appointments, Category 1 and Category 2. Those faculty holding a Category 1 status may serve as major advisors to M.S. candidates and serve on Ph.D. committees. Those faculty holding Category 2 appointments may also serve as Ph.D. major advisors and serve as Graduate School Representatives on doctoral examining committees in other departments.

In addition to the laboratory, greenhouse, and field facilities available to the department on the Columbus campus, the department is also assigned laboratory, greenhouse, and field research areas at the Ohio Agricultural Research and Development Center in Wooster. Ten of the full time faculty of the department are located on the OARDC campus. All graduate students initiate their programs on the Columbus campus but do have the option, upon approval of the student's Guidance Committee, to carry out a research program at the Ohio Agricultural Research and Development Center.

At The Ohio State University and the Ohio Agricultural Research and Development Center there are strong related departments that facilitate graduate study programs within the department. Some of the more critical of these departments are Botany, Entomology, Agricultural Economics, Biochemistry, Agricultural Engineering, Plant Pathology, Food Science and Nutrition, and Agronomy.

Within the Department of Horticulture there is a Graduate Committee that consists of not less than five members of the graduate faculty. This committee is primarily the executive committee of the graduate faculty of the department. It

carries on routine operations related to graduate work and proposes improvements in such work for consideration by the department. The scope of the functions of a departmental graduate committee are the responsibility of the department and are identified further within this handbook and in the Graduate Faculty Handbook.

The Department of Horticulture offers a comprehensive graduate program in which the extensive course work is designed to broaden and deepen the base of the student's knowledge of the field as a whole. Thus, the culminating research and final dissertation are kept in the proper relationship to the total process. Such a program, covering major scientific contributions in horticulture and allied fields, such as botany and biochemistry, necessarily expands student aptitude and capacity as well as knowledge of the area of specialization.

The principal fields for specialization and research are Floriculture, Landscape Horticulture, Fruits (pomology), Vegetable Crops (olericulture), and areas of Food Processing and Technology. Certain general horticultural courses offered by the department are taken by graduate students in each of these departmental areas.

Within the production fields special attention is given to plant nutrition, physiology, biochemistry, growth and plant development, plant improvement by breeding and selection, and anatomical and cytological problems specifically related to the culture of horticultural plants. The effects of light, temperature, moisture, and growth regulators upon plant development are of special importance in the graduate program. Chemical weed control and the postharvest physiology of fruit, vegetable, flower, and ornamental plantings have been allotted increased emphasis as changes in these fields demand. Attention is also directed toward plant taxonomy and the use of plants in the landscape. In processing and technology, quality evaluation and control, improvement of processed foods, and the study of specific unit operations as related to process efficiencies, receives emphasis. The effects of plant characteristics on processing requirements and grade relationship are likewise considered, and appropriate attention is given to preservation methodology.

While a graduate student will typically concentrate his studies in a specific field of specialization, he will find that many of the faculty have discipline training and background that provide them the opportunity to work and provide guidance in more than one specific area. Students are encouraged to get to know and seek technical help from as many of the faculty as possible.

ELEMENTS OF A GRADUATE PROGRAM

There are many elements within a total graduate program of study. The following are the more important within the Department of Horticulture:

MAJOR ADVISOR

The key individual in the development of any graduate program is the major advisor or major professor. The major advisor has the responsibility to help the student plan a program of study that will provide him or her the opportunity of reaching a prescribed level of excellence. It is important to recognize that the advisor is to advise and counsel and he is not to "carry" the student. It is the responsibility of the student to achieve the prescribed level of excellence with the advisor directing the way.

The major professor is assigned by the Chairman of the department, however in those instances where the specific interest of the student is uncertain, the Chairman of the graduate committee may serve as the student's advisor for one quarter until the student's needs and goals are more accurately assessed.

The assignment of a major advisor is based on the interests and goals of the student, the source of funds if the student is provided financial assistance, the current workload and interest of the faculty of the department and the availability of facilities. In the assignment of a faculty advisor every effort will be made to insure that the student has the best possible opportunity to achieve his or her graduate program goals.

A student may change major advisors only after a complete review of the situation by the graduate committee. The committee will make recommendations to the Chairman of the department who will make the final decision. In many respects however it may be desirable for a change in advisors to occur between the M.Sc. and Ph.D. degrees.

GUIDANCE COMMITTEE

Within the first quarter of the enrollment of a graduate student, a Guidance Committee will be selected. The composition of this committee will be determined by the student and his or her major advisor and shall consist of at least one member of the graduate faculty in addition to the major advisor for a M.Sc. candidate and three members of the graduate faculty in addition to the major advisor for a Ph.D. candidate. It is recommended that a portion of the Guidance Committee be made up of qualified faculty members from departments other than Horticulture. Members of the Guidance Committee would logically be members of the examining committee. In all instances the student's major advisor will serve as Chairman of the Guidance Committee. The Chairman of the Departmental Graduate committee and the Chairman of the Department of Horticulture shall serve as an ex-officio member of all departmental Guidance Committees.

It is the function of the Guidance Committee to assist the major advisor and student in developing an appropriate course of study and to review the detailed research proposal, once the preliminary plan has been outlined by the major advisor and the student. The role of the committee members would be to offer helpful suggestions toward the most effective execution of the research effort.

EXPLORATORY MEETING

Prior to the end of the second week of the student's second quarter of graduate study, an exploratory meeting will be held. The purpose of this meeting is to determine the student's current level of competence and to serve as a guide in the development of a total plan of study to assist the student in achieving his or her determined career goals. The meeting will typically be an informal oral examination but may also be preceded by a written examination at the discretion of the student's major advisor. The meeting will be arranged by the student's major advisor and will be conducted by the student's Guidance Committee. At the time of this exploratory meeting, the student will also be advised as to his or her future potential for success in the graduate program.

PLAN OF STUDY

Within two weeks after the exploratory exam, a complete program of study will be prepared by the student and his or her major advisor. This plan will include a schedule of courses to be completed and will be based upon the results of the exploratory exam and the recommendations of the Guidance Committee. A timetable of the proposed total program will also be prepared at this time. The plan of study and the timetable will be submitted to the Graduate Committee for approval and inclusion in the student's file. The plan of study shall become the minimum requirement for graduation. All members of the student's Guidance Committee should be provided a copy of the plan. If there is to be any deviation from the plan, modifications must be approved by the student's Guidance Committee and the departmental Graduate Committee notified of the change(s).

FOREIGN LANGUAGE REQUIREMENTS

Foreign language is not a requirement for either the M.Sc. or Ph.D. degree in the Department of Horticulture. Ph.D. students are encouraged to build into their programs within the minimum hours required for their degree a study option of a minimum of 12 hours of course work outside of their area of specialization. These courses will be identified on the students program and subject to approval by the Graduate Committee. A partial listing of suggested courses will be made available to students and advisors to provide help in the selection of courses, however, such a list is in no way intended to be restrictive.

A foreign language option may be chosen in lieu of a study option to a minimum of 12 hours of course work in an allied or supportive field. If the language option is chosen, the student may elect to take French, German, Spanish, or Russian at the thorough reading knowledge level of proficiency. The candidate may elect to take

two dictionary reading knowledge levels of proficiency of the above languages. The required level of proficiency may be demonstrated by a mark of B or better in the fourth quarter level undergraduate sequence language course or by passing an examination administered by the appropriate foreign language department.

GENERAL EXAM

Those students working toward the Ph.D. degree are required to successfully complete a general examination prior to admission to candidacy for the doctoral degree. This exam is to be a comprehensive test of the student's mastery of the subject matter, his ability to think and express himself clearly and forcibly, and his capacity to pursue independent research. It is both written and oral and not limited to courses taken. This examination shall be administered by not less than five members of the graduate faculty with the student's major advisor as Chairman and including a Graduate School representative selected by the Dean of the Graduate School.

The time and date of the General Exam shall be announced to the faculty of the department two weeks prior to the exam. This shall be an open exam, however, out of courtesy to the student, visitors are expected to be present at the announced starting time of the examination. The Ph.D. General Exam will likely be the most comprehensive testing of the student's knowledge and understanding that he or she will ever undergo. Not only is it important that the student demonstrate a thorough mastery of the specific subject matter within his or her chosen discipline but he or she must demonstrate that he or she has a clear comprehension as to how the individual specific items fit together and likewise be in a position to utilize knowledge in problem solving situations.

RESEARCH PROPOSAL

Prior to the active initiation of research in partial fulfillment of the requirements for an advanced degree, a specific proposal is to be developed by the student in consultation with his or her advisor. This proposal should then be presented by the student to his or her Guidance Committee at a meeting held for this purpose, to obtain their recommendations and approval. The proposal is then to be submitted to the Graduate Committee for review.

The project proposal should include the following:

- TITLE -

Introduction -

This should be a clear statement as to why the project proposal is important and needed. This statement need not be over one double spaced typewritten page.

Review of Literature -

This should be brief but yet sufficiently detailed to show that the student is familiar with the current state of the literature in the specific area of proposed research.

Objectives -

One or more short clear statements as to the principal objectives of the study.

Procedure -

This section should be a detailed and clear outline as to how the student plans to proceed to satisfy the objectives of the study. Include treatments, replication, analytical techniques and other pertinent information. A tentative timetable, sequence of events, and proposed budget of direct costs including equipment and supplies is also suggested.

The project proposal should not be voluminous but should clearly define specific plans. It is intended that it assist the student in developing his or her program and to provide maximum opportunity for review and inputs. The more care and consideration that goes into planning, the greater the likelihood of maximum benefit for the time and resources expended.

MASTER'S PROGRAM IN HORTICULTURE

Two options are open to the student wishing to pursue a Master's degree in the Department of Horticulture.

Plan A (Thesis option) requires that the student satisfactorily complete a minimum of 45 hours of graduate course work including research experience which culminates in the completion and oral defense of a thesis.

Plan B (non-thesis) option is permitted under certain conditions. Any request for this option is considered on its individual merit by the Graduate Committee of the department. It is generally considered to be a terminal degree program for those students who do not plan to pursue a career in research or for those who wish to change areas of specialization after the M.Sc. degree. A Plan B option may also be appropriate for a student with extensive research experience who is working toward the doctoral degree. A Plan B student must satisfactorily complete a minimum of 50 hours of graduate course work. He or she must also prepare and submit a critical review of a special subject in his chosen area of interest and orally defend it. In addition he must perform satisfactorily on a department comprehensive written examination of at least four hours duration. Students on the Plan B option should develop special subject proposals following the guidelines for research proposals.

QUARTERLY REPORTS

Each graduate student enrolled within the department shall submit to his or her advisor, if requested, a short progress report of the previous quarter's activities and accomplishments. This report is not to be over one page in length and is due no later than two (2) weeks after the beginning of the subsequent academic quarter.

The content of this brief report should be informative and summarize the quarter's activities. It should list courses taken and grades received. It should also include progress on the research problem as well as meetings attended, courses taught, lectures or seminars given, etc. It is important that if the student is to receive maximum counsel and guidance from those involved with his program, these people must be kept informed of progress and in such a way that future reference may be made to the progress reports. They will also serve the purpose of providing the student the opportunity to more carefully evaluate his own specific progress.

SUBMISSION OF THESES AND DISSERTATIONS

Five weeks prior to the final oral exam a draft of the thesis or dissertation is to be submitted to the student's advisor. This draft should be what the student and his or her advisor considers to be an acceptable presentation. The major advisor will then review and make appropriate suggestions. Once these suggestions have been incorporated into the paper it is to be circulated to the Reading Committee for further input. The advisor will select a Reading Committee to consider the merit of the dissertation. This committee will consist of the advisor and two other members of the Graduate Faculty approved for this function.

The suggestions of the Reading Committee should then be included and the draft put into final form, but not final typing, and copies made available to the Examining Committee at least one week prior to the final oral exam. Immediately after the final oral exam the thesis or dissertation may be typed "final" for submission to the Graduate School. Students on Plan B M.Sc. option should follow the same schedule for submission of their special subject projects.

The above schedule has been established to insure that there be adequate time for all involved to provide as much assistance as possible in helping the student develop a paper that he and all concerned can be proud of.

FINAL EXAM

For the Ph.D. degree the final oral examination is an open exam and has the essential character of the General Examination, except for the level of performance expected of the student and the finality of its interpretation by the faculty. Traditionally, this examination is described as "the defense of the thesis," and generally the research on which the dissertation is based provides the starting point of questions posed.

However, it is the general practice for questioning to pursue lines of thought and argument from data and concepts that have contributed to the research and to its critical evaluation by the student. This broadening of the base is acceptable for the purpose both of "defending the thesis" and of determining the intellectual qualifications of the candidate for the degree. Inasmuch as the Ph.D. degree is conferred on the basis of originality, independence of thought, and capacity to synthesize and interpret, the oral examination generally deals more with principles and

historic perspective than with factual data. The student presents himself or herself for an academic degree of high order, and the final oral examination should be conducted on a corresponding plane of intellectual inquiry. The examination itself is not a routine exercise to be taken lightly by the student and examining committee, but one on which depends the issue of qualification for a degree having the broad connotation of Doctor of Philosophy. In judging the qualification for a degree of this type, the quality of the research presented, as well as its defense and evidence of associated intellectual capacity, are taken seriously into account.

For the Plan A M.Sc. degree the student's comprehensive exam is held after the submission and approval of the thesis. It may be written or oral or both, at the option of the examining committee. For a Plan B program, the M.Sc. student in the Department of Horticulture is required to take a comprehensive exam which must include a written exam designed by the student's Guidance Committee to last not less than four hours plus an oral exam, typically of two hours duration.

PUBLICATION OF THESIS AND DISSERTATION RESEARCH

Research is complete only after the results of that research have been published and transmitted to those that may have interest in, or use for, the results. All graduate students are expected to prepare one or more manuscripts suitable for appropriate publication. The type of publication and the appropriate place for publication will be determined by the major advisor in counsel with the student.

SEMINARS

Seminars are an integral part of the total academic atmosphere within the department. A departmental seminar committee consisting of 3 faculty and 2 graduate student members develops the seminar program for the academic year. Seminars are presented by outside speakers, Horticulture faculty, and graduate students, with emphasis on the latter. Typically, seminars are scheduled at noon on Fridays with everyone bringing a "sack lunch". It is one of the few opportunities staff and students of the department have to meet and exchange ideas.

One of the principal features of seminar is to provide students an opportunity to refine communicative skills. The ability to communicate effectively with fellow colleagues and lay people is extremely important in the development of any professional. Seminars provide a clearer picture of the total scope and breadth of departmental programs. They also present the student the opportunity to receive constructive suggestions concerning his or her research and presentation techniques.

Not everyone benefits to the same degree from all seminars, but the student should not look lightly on the value of the experience obtained from presenting a seminar. When interviewing candidates for a position, it is not uncommon for a Department Chairman to request that he or she present a seminar on his or her thesis work before the staff of that department. The quality of that seminar typically is very important to the success of the candidate.

Seminar will be held throughout the academic year. All resident graduate students are required to attend all seminars unless excused by the Chairman of the Seminar Committee after consultation with his or her advisor. All faculty are urged to place priority on attending seminar and actively participating, but seminar in Horticulture is a student course inasmuch as the majority of the presentations will be made by graduate students.

Each resident graduate student will present one seminar per year unless extenuating circumstances dictate that the student be excused by the Seminar Chairman. Students may register for Seminar for credit once per academic year. This would typically be the quarter during which the student would make his or her presentation. The grade for the course will be based upon the quality of the presentation. A summary of the evaluation of the student's performance in Seminar will be made available to the student by the Seminar Chairman.

Subject matter covered can relate to the student's thesis problem, or if not, should be topics of high current interest and preferably should present a new concept or technique, or a report of a recent paper or a limited set of key papers. Such reports should constitute a critical appraisal of the topic. Travelogues will be acceptable only when closely related to horticultural research and when the majority of the information is new and of current interest to the audience. The student should obtain approval of his or her general seminar topic from both his or her major advisor and the Seminar Chairman before proceeding to prepare the full content of his seminar.

SEQUENCE OF PROGRAM

M.Sc. - PLAN A

1. Registration as a graduate student.
2. Major advisor assigned.
3. Guidance Committee selected prior to the end of the first quarter of study.
4. Exploratory Meeting prior to the end of the second week of the second quarter of study.
5. Submit 1st quarterly report to advisor if requested.
6. Total program of study prepared within two weeks after the exploratory meeting and submitted to Graduate Committee for approval.
7. Research proposal developed and submitted to the Guidance Committee for approval.
8. Approved research proposal submitted to Graduate Committee for review.
9. Seminar
10. Submit a draft of thesis five weeks prior to final oral exam.
11. Complete Thesis program.
12. Complete paper relating to research for publication.
13. Final Exam.

M.Sc. PLAN B

1. Registration as a graduate student.
2. Major advisor assigned.
3. Guidance Committee selected prior to the end of first quarter of study.
4. Exploratory Meeting prior to the end of the second week of the second quarter of study.
5. Submit 1st quarterly report to advisor if requested.
6. Total program of study prepared within two weeks after the exploratory meeting and submitted to the Graduate Committee for approval.
7. Special subject proposal developed and submitted to the Guidance Committee for approval.
8. Approved special subject proposal submitted to Graduate Committee for review.
9. Seminar
10. Submit special subject project five weeks prior to final oral exam.
11. Completion of special subject project.
12. Final exam.

PH.D.

1. Registration as a graduate student.
2. Major advisor assigned.
3. Guidance Committee selected prior to end of first quarter.
4. Exploratory Meeting prior to the end of the 1st quarter of study.
5. Submit 1st quarterly report to advisor if requested.
6. Program of study prepared within two weeks after the exploratory meeting and submitted to Graduate Committee for approval.
7. Research plans developed and project proposal submitted for review and approval of the Guidance Committee.
8. Approved research proposal submitted to Graduate Committee for review.
9. Seminar
10. Completion of formal course work.
11. General examination.
12. Completion of research.
13. Seminar
14. Submit a draft of dissertation five weeks prior to final oral exam.
15. Completion of dissertation.
16. Preparation of research results suitable for appropriate publication.
17. Final Exam.

SUGGESTIONS FOR GRADUATE STUDENTS

The graduate program of study is designed to provide the student the opportunity to achieve a high degree of competence as he or she prepares for a professional career. Throughout the program the student is being evaluated, both formally and informally. Grades attained in formal courses are important but represent only a part of the total. Typically, the most in-depth evaluation of the students' overall professional competence comes in relation to the general and final exams and the thesis or dissertation presentation. It is thus very important that the student do as good a job as possible in demonstrating his total competence. The following are but a few general suggestions that will hopefully prove useful.

PREPARATION FOR ORAL EXAMS

Well in advance of the examination, make plans to visit with each member of the examining group. Ask for suggestions as to what you should prepare for. You may not have had a course with him. He may be examining for something different than you might expect. Prior to the examination it is also important that you discuss it thoroughly with your major advisor. It is certainly appropriate to ask him specifically how the examination will be conducted. He may typically have helpful suggestions. You should also feel free to make suggestions such as who you would like to have initiate the questioning, etc. Your major advisor will be the chairman of the examining committee.

Remember there are several ways to respond to a question.

1. Give the correct answer.
2. Ask for clarification of the question. It may not have been worded so that you would give the best answer. Also this will give you time to think.
3. "I don't know" is an acceptable answer. The examiner may not let an "I don't know" answer stand. He may try to lead you to the answer with other questions.
4. The question may call for a speculative answer. If so, speculate. You may need more information before you answer, if so, ask for it.
5. Remember, "The Committee wants to help you". The examining committee feels as badly as you if you do not do well. They have no use for your "hide" and everyone feels best if you keep it intact with a good performance.

Do whatever possible to reduce your nervousness. Being nervous will interfere with your conduct and responses to questions. If during the examination you need

or want to do something to accomplish this, ask your major advisor if this is permissible. If the examining faculty is doing something such as having a cup of coffee, or smoking, that will help you, feel free to do likewise. Do not let silence frustrate you.

For the final examination on the thesis or dissertation you should be prepared to review briefly

1. Reasons for the study - scientific or practical implications.
2. Methods used for the important findings and their significance.
3. Unanswered problems suggested by your research or in other words what's next.

GENERAL INFORMATION

Within the department certain guidelines and policies have been established to best serve the interests of those students involved and those that are providing the resources needed to make graduate study programs possible.

FINANCIAL SUPPORT

Within the department there are several sources of financial support monies available. They include Teaching Associates, supported through The Ohio State University; Research Associates, supported by the Ohio Agricultural Research and Development Center; Research Associates, supported by various individual funds made available from interested horticultural groups; and Fellowships. These monies are not gifts but rather monies to provide those most worthy candidates the opportunity to continue advanced studies. In return for this financial support the student assumes important obligations.

Those students supported as Teaching or Research Associates assume the obligation of providing twenty hours per week or approximately one thousand hours per year of service to the department. The specific nature of this service is determined by the student's major advisor and approved by the department Chairman. Support for students not living up to assumed responsibilities may be terminated.

In the awarding of financial support for graduate study there are always many more applicants than support monies. Consequently, a careful evaluation of each applicant is made and offers extended to those candidates that do show the greatest potential for further graduate study and for the use of the knowledge gained. The department does not assume the responsibility for giving priority to those students that are already in the program at their own expense. Acceptance for graduate study in the department is not considered to be a commitment for present or for future financial support.

VACATIONS

Graduate students receiving financial support are authorized two weeks vacation per year. Specific plans however, must be first approved by the student's major advisor. Vacation should not be taken at times that would hamper the progress of the specific program in which the student is involved or the departmental program that relates to the student's source of financial support.

OFFICE SPACE

All full time graduate students will be provided office space within the department. This space will be arranged by the student's advisor and the Chairman of the department. Students are not to change office locations without prior approval of their faculty advisors and the Chairman of the department. The names of the students occupying the office space should be posted in the nameplate provided.

KEYS

Appropriate keys may be arranged for through the secretary in the main departmental office.

DUPLICATING EQUIPMENT

Duplicating equipment is available in Room 207, Howlett. A modest per sheet fee is charged for personal use to cover the cost of paper.

SECURITY

As a graduate student in the department you have rights and privileges, but you also have responsibilities. Each student should assume the responsibility for security of the building, labs, and other facilities. If the doors are to be locked, make certain they are locked. Be alert to strangers; we have had thefts in the past. This is your department too, help preserve it.

LABS AND RESTRICTIONS

There are many laboratories and other research facilities assigned to the department. In each instance the facility is the responsibility of a specified faculty member. These facilities are available for graduate student use, however arrangements for use of equipment and/or space should be made through the student's advisor and the person responsible for the facility. It is very important that the person responsible for the facility give approval for its use and be kept completely informed of programs and projected use.

For safety reasons, no one will be allowed to work alone in laboratories before 7:00 A.M. or after 6:00 P.M. Accidents have occurred in the past and while we do not expect such incidents in the future, they may occur.

HOUSEKEEPING

We have what we consider to be some of the best facilities assigned to us for horticultural research, teaching, and extension of any university in the country. It is up to everyone to keep his office and work areas picked up, clean, and neat. We have many important visitors touring the horticultural facilities from time to time. The impression made on these individuals can not only be important to the department, but to you individually.

GRADUATE STUDENT GRIEVANCE

If a graduate student has concerns, questions, or grievances regarding any phase of the programs, policies, and practices within the graduate study program area of the department, these matters should be brought to the attention of the departmental Graduate Committee for consideration and appropriate action.

APPENDIX

DEPARTMENT OF HORTICULTURE

GRADUATE ASSOCIATE POLICIES

A limited number of graduate associateships are available to support the study programs of qualified individuals within the various areas of the department. Support monies for departmental associateships are provided through various sources including O.A.R.D.C., OSU, specific grants and monies directly provided by special interest groups. While specific qualifications vary, depending upon the available associateships, the following are general policies relating to departmental associateships.

SELECTION PROCESS

All qualified candidates expressing interest in support monies should write to the Graduate Committee of the department. All inquiries will be given serious and equal consideration for those associateships available. The following are the factors considered in the evaluation process.

1. Overall academic potential as reflected by past performance.
2. Background, experience, motivation, and dedication to the specific designated area of interest.
3. Potential to excel in the specific area of designated interest.
4. Potential of the student in satisfying the objectives of the donor.

DURATION

All associateship awards are made for a maximum of one year or part thereof extending from July 1 through June 30. Dependent upon the availability of funds, associates may be reappointed for additional one year appointments effective July 1 until the completion of the specific program. Through mutual agreement between the student and the Chairman of the department short term appointments of less than one year may be made. Reappointment will be based on previous achievement and effective discharge of assigned responsibilities. If a student is not to be reappointed he or she will be notified in writing sixty days prior to the termination of the contract.

RESPONSIBILITIES

All associateship holders are required to provide an average of twenty hours of service to the total programs of the department. Specific assigned responsibilities are typically at the discretion of the student's advisor and may or may not relate to the programs of the advisor of the associateship holder.

GRIEVANCE PROCEDURES

Resolution of grievances by graduate associates or their faculty advisor(s) should be sought initially through mutual discussion. Those complaints that cannot be resolved in this way should be reported in writing through the Chairman of the Graduate Committee or the Chairman of the department to the Graduate Committee.

The graduate associate has the right to be present when the Graduate Committee reviews his or her grievance. All grievances involving graduate associates may be appealed to the department Chairman. If such discussions at the department level fail to provide a resolution of the grievance, the grievance procedures established by the Graduate School should be followed. Copies of such procedures are available in the departmental graduate office and in the Graduate School office.

FACULTY - DEPARTMENT OF HORTICULTURE

September 1, 1975

Name Year Appointed (Current Rank)	Grad Faculty Category*	Degrees	Assignment			Area of Specialization
			R	T	E	
Alban, E. K. 1946 (Professor)	2	BA Denison '36 MS OSU '43 PhD OSU '45	15	85	-	Commercial Veg. Production and Weed Control
Bauerle, W. L., Jr. 1970 (Assist. Prof.)	1	BS Del Val '64 MS Rutgers '66 PhD Cornell '70	100	-	-	Commercial Green- house Vegetable Crops
Berry, S. Z. 1967 (Assoc. Prof.)	2	BS Cornell '52 MS UNH '53 PhD U of Cal '57	100	-	-	Processing Tomato Variety Development
Blake, R. C. 1974 (Adj. Assoc. Prof.)	-	B.S. U. of Maine '49 PhD U. of Minn '54	U. S. D. A.			Pear and Blackberry Cultivar Development
Brooks, W. M. 1958 (Assoc. Prof.)	-	BS OU '54 MS OSU '57	-	-	100	Comm. Outdoor and Greenhouse Veg. Crop Production
Buscher, F. K. 1956 (Assoc. Prof.)	-	BS OSU '50 MS OSU '65	-	-	100 (Area Agent)	Nursery Crop Production
Cahoon, G. A. 1963 (Professor)	2	BS Utah SU '50 PhD U of Cal '54	60	-	40	Grape Prod. and Tree Fruit Nutrition

Name Year Appointed (Current Rank)	Grad Faculty Category*	Degrees	Assignment			Area of Specialization
			R	T	E	
Caldwell, J. L. 1955 (Professor)	-	BS OSU '53 MS OSU '54	-	-	100	Landscape Hort. Home Grounds
Crean, D. C. 1969 (Assoc. Prof.)	1	BA U of Cambridge '60 MA U of Cambridge '66 PhD OSU '69	50	50	-	Food Tech.-Chem. Comp. of Hort. Crops
Donoho, C. 1960-67 & 1973 (Professor)	2	BS U of Ky '52 MS NC State U '58 PhD MSU '60	100	-	- (Assoc. Director O.A.R.D.C.)	Tree Fruit Physiology
Ferree, D. C. 1971 (Assist. Prof.)	1	BS Penn State '65 MS U of Maryland '68 PhD U of Maryland '69	100	-	-	Tree Fruit High Density Prod. Systems
Fretz, T. A. 1972 (Assist. Prof.)	2	BS U of Maryland '64 MS U of Del '66 PhD U of Del '69	40	60	-	Nursery Crops Con- tainer Prod.
Gallander, J. R. 1963 (Professor)	2	BS OSU '60 PhD OSU '64	100	-	-	Food Technology Fruit Products
Geisman, J. R. 1958 (Professor)	2	BS OSU '55 MS OSU '56 PhD OSU '58	50	50	-	Food Technology Waste Disposal and Utilization
George, W. L., Jr. 1971 (Assoc. Prof.)	2	BS Del Val '60 MS Rutgers '62 PhD Rutgers '66	60	40	-	Genetics and Breeding of Vegetable Crops

Name Year Appointed (Current Rank)	Grad Faculty Category*	Degrees	Assignment R T E			Area of Specialization
Gould, W. A. 1947 (Professor)	2	BS U of NH '42 MS OSU '47 PhD OSU '49	50	50	-	Food Proc. and Tech. Emphasis on Vegetables
Hartman, F. O. 1948 (Professor)	2	BS U of Toledo '37 MS OSU '41 PhD OSU '51	15	85	-	Fruit Production Rootstocks, Fruit Setting & Thinning - Morphology & Anatomy
Hill, R. G., Jr. 1950 (Professor)	2	BS U of Maryland '45 MS U of Maryland '48 PhD U of Maryland '50	75	10	15 (Assoc. Chairman)	Stone and Small Fruit Culture
Kawase, M. 1966 (Professor)	2	BS U of Tokyo '51 MA U of Tokyo '54 MS U of Minn '58 PhD Cornell '60	100	-	-	Physiology and Intro- duction of Ornamental Plants
Kiplinger, D. C. 1941 (Professor)	2	BS Iowa SC '37 MS OSU '38 PhD OSU '52	20	80	-	Floral Crop Production
Kozel, P. C. 1968 (Assoc. Prof.)	2	BS OSU '63 MS OSU '65 PhD Cornell '67	25	75	-	Landscape Hort. Plant Materials
Kretchman, D. W. 1963 (Professor)	2	BS MSU '53 MS MSU '54 PhD MSU '58	70	30	-	Veg. Crop Prod.
Mosley, A. R. 1971 (Assist. Prof.)	-	BS U of K '65 MS U of K '68 PhD Ore. SU '72	60	-	40	Commercial Veg. Prod. Potatoes

Name Year Appointed (Current Rank)	Grad Faculty Category*	Degrees	Assignment R T E			Area of Specialization
Peng, A. C. 1968 (Assoc. Prof.)	2	BS WSU '61 MS MSU '62 PhD MSU '65	50	50	-	Plant Proteins and Lipids
Poole, H. A. 1974 (Assist. Prof.)	-	BS U of Fla '70 MS U of Fla '71 PhD Cornell '74	55	-	45	Floral Crop Production
Reisch, K. W. 1953 (Professor)	2	BS U of Conn '52 MS OSU '53 PhD OSU '56	-	100	- (Assoc. Dean Col. of Agr. OSU)	Landscape Hort. Nursery Crop Management
Robertson, J. L. 1974 (Assist. Prof.)	1	BS Purdue U '70 MS Purdue U '72 PhD Purdue U '74	30	70	-	Floral and Nursery Crop Marketing
Rollins, H. A., Jr. 1970 (Professor)	2	BS U of Conn '50 MS U of NH '51 PhD OSU '54	25	50	25 (Department Chairman)	Tree Fruit Physiology
Smith, E. M. 1967 (Assoc. Prof.)	1	BS U of Conn '58 MS OSU '64 PhD OSU '67	25	-	75	Nursery Crop Prod., Herbicides, Storage and Nutrition
Smith, R. C. 1973 (Assist. Prof.)	-	BS U of Ga '69 MS U of Ga '70 PhD OSU '73	-	100	-	Landscape Horticulture
Staby, G. L. 1970 (Assoc. Prof.)	2	BS U of Conn '66 MS MSU '67 PhD MSU '70	75	25	-	Floral Crop Prod. Post Harvest Physiology

Name Year Appointed (Current Rank)	Grad Faculty Category*	Degrees	Assignment			Area of Specialization
			R	T	E	
Stang, E. J. 1973 (Assist. Prof.)	-	BS Kan St U '67 MS Iowa St U '69 PhD Iowa St U '73	-	-	100	Tree and Small Fruit Crop Production
Sydnor, T. D. 1972 (Assist. Prof.)	1	BS VPI '62 PhD NC State Univ '72	50	50	-	Landscape Hort. Plant Growth Reg.
Tayama, H. K. 1964 (Professor)	2	BS U of Ill '58 MS U of Ill '59 PhD OSU '63	10	-	90	Floral Crop Production
Uttinger, J. D. 1967 (Assoc. Prof.)	1	BS OSU '54 MS OSU '58 PhD OSU '69	-	25	75	Veg. Crop Production Youth Programs
Wittmeyer, E. C. 1950 (Professor)	-	BS OSU '48	-	-	100	Commercial Veg.

- * 1 - Advise M.S. candidates, serve on M.S. & Ph.D. committees.
 2 - Advise M.S. & Ph.D. candidates and serve on M.S. & Ph.D. committees.

BIOGRAPHICAL DATA
M.Sc. CANDIDATE
Department of Horticulture

Name _____ Acceptance Date _____

Date of Birth _____ Sex: M___ F___ Soc. Security No. _____

Citizen: USA - Yes___ No___ If No what country _____

Permanent Address _____

Columbus Address _____ Phone _____

Marital Status: Single___ Married___

Wife's/Husband's Name _____

Education:

Degree	University-College	Yr. Degree Granted	Major Study

Major Advisor _____ M.Sc. Degree Plan A___ Plan B___

Guidance Committee _____

Result of Exploratory Exam _____

M.Sc. Thesis Title _____

Publication of Thesis _____

Final Exam Date _____ Final Exam Results _____

Final Exam Committee _____

BIOGRAPHICAL DATA
Ph.D. CANDIDATE
Department of Horticulture

Name _____ Acceptance Date _____

Date of Birth _____ Sex: M _____ F _____ Soc. Security No. _____

Citizen: USA - Yes _____ No _____ If No what country _____

Permanent Address _____

Columbus Address _____ Phone _____

Marital Status: Single _____ Married _____

Wife's/Husband's Name _____ Children _____

Education:

Degree	University-College	Yr. Degree Granted	Major Study

Major Advisor _____

Guidance Committee _____

Result of Exploratory Exam _____

General Exam Date _____ General Exam Results _____

General Exam Committee _____

Dissertation Title _____

Publication of Thesis _____

Final Exam Date _____ Final Exam Results _____

Final Exam Committee _____

GRADUATE COURSE OF STUDY
Department of Horticulture

For Submission to the Graduate Committee for Review

Name _____ Degree: M.Sc. Plan A _____ M.Sc. Plan B _____ Ph.D. _____

Institution of B.Sc. (and M.Sc.) _____

Undergraduate Major _____

Advisor _____

Guidance Committee _____

Program approved by Advisor and Guidance Committee on _____ (date)

Graduate Courses:

<u>Department & Number</u>	<u>Title</u>	<u>Credits</u>	<u>Grade</u> (if completed)
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Total Graduate Hours _____

List for a Ph.D. program those courses from the above meeting the language option:

Attach (if appropriate):

Supportive statement on background to assist the Graduate Committee in evaluating course program. (For example, undergraduate courses taken as graduate student at OSU, brief description of M.Sc. work, etc.)

GRADUATE COURSE OF STUDY
Department of Horticulture

For Use of Graduate Advisor and Guidance Committee

Student's Name _____ Date _____

Degree: M.Sc. Plan A ___ M.Sc. Plan B ___ Ph.D. ___

Course of study by quarters

Qt.	Year	Qt.	Year	Qt.	Year	Qt.	Year
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Qt.	Year	Qt.	Year	Qt.	Year	Qt.	Year
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Qt.	Year	Qt.	Year	Qt.	Year	Qt.	Year
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Qt.	Year	Qt.	Year	Qt.	Year	Qt.	Year
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

GRADUATE RESEARCH PROPOSAL
TRANSMITTAL FORM

To: Graduate Committee

From: _____ Advisor

Subject: Research or Special Project Proposal

Attached is the M.Sc. ____/Ph.D. ____ research or special project proposal for

_____ entitled

This proposal was approved by the Guidance Committee consisting of

<u>Faculty Name</u>	<u>Initial</u>
_____	_____
_____	_____
_____	_____
_____	_____

on _____ (date)

Received by Graduate Committee _____
Reviewed by Graduate Committee _____
Letter of acknowledgement sent _____

GRADUATE STUDENT QUARTERLY REPORTS
Department of Horticulture

Submit to Advisor if Requested

Name _____ Date Rec'd. Dept. Office _____

Advisor Approval _____

Quarterly Report No.: 1st____ 2nd____ 3rd____ 4th____ 5th____ 6th____ 7th____
8th____ 9th____ 10th____ 11th____ 12th____

Summarize briefly in 200 words or less course and research activities for quarter.

An aerial photograph of a university campus. The image shows several large, multi-story buildings, some with flat roofs and others with more complex structures. There are numerous parking lots filled with cars, and some areas with trees and greenery. The overall layout is spread out, with buildings and parking areas interspersed. The image is in black and white, giving it a historical or archival feel.

Gourley Hall

Main Campus, OARDC, Wooster

